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21 AUG 1980

MEMORANDUM FOR: Executive Officer to the DDA

ATTENTION: Chief, Regulations Control Division, OIS/DDA

FROM: James H. McDonald
Director of Logistics

SUBJECT: Proposed [] Courier Operations

REFERENCE: Memo for C/P&PS/OL from ADD/P&M/OS, dtd
9 July 80, same subject (OS 0 1728;
OL 0 3144)

STAT

1. The attached proposed handbook, []
Courier Operations, (Attachment A), prepared in ETECS format,
is submitted for processing, coordination, and publication.
STAT Formerly identified as [] this revised handbook serves
to incorporate the provisions contained in [], dated
20 September 1979, (Attachment B), detailing the preparation
of mail for transmittal through the Agency courier service.
While this handbook represents a joint effort on the part of
the Office of Security and the Office of Logistics, it has been
mutually agreed upon that the revised version would be more
STAT appropriate within the [] or logistics series of the Agency
regulatory issuances since [] authorizes the
Director of Logistics to "Provide logistical services to Agency
components in the Metropolitan Washington Area in the fields of
transportation, building services and supply, and mail and
courier services." (Underlining added for emphasis.) The
referent, (Attachment C), represents the official coordination
of the Office of Security.

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2. For further information regarding this proposed handbook,
please contact the Plans and Programs Staff, Office of Logistics,
STAT on extension []

/s/ James H. McDonald

James H. McDonald

Attachments:

- STAT A. Proposed Handbook []
STAT B. []
C. Memo from ADD/P&M/OS

cc: EO/DDA (w/atts)
OS/PPG (w/atts)

Distribution:

- Orig. - C/RCD/OIS/DDA (w/atts)
- 1 - OL/P&PS Official (w/atts)
- 1 - OL/P&PS Chrono (w/o atts)
- 1 - D/L Chrono (w/o atts)
- ① - OL Files (w/o atts)

STAT OL/P&PS/ (14 Aug 80)

ADMINISTRATIVE - INTERNAL USE ONLY

15 AUG 1980

MEMORANDUM FOR: Executive Officer to the DDA
ATTENTION: Chief, Regulations Control Division, OIS/DDA
FROM: James H. McDonald
Director of Logistics
SUBJECT: Proposed Revision [] Handbook of Required Regulatory Readings, Draft A (Job 9258)
REFERENCE: Multi Addressee memo from C/RCD/OIS/DDA, dtd 12 Aug 1980, same subj (OL 0 3702)

STAT

The Office of Logistics concurs in the publication of
[] Handbook of Required Regulatory Readings.

STAT

[]
James H. McDonald

Attachment:
Reference

cc: EO/DDA

Distribution:

Orig - C/RCD/OIS/DDA

1 - OL Files

1 - OL/P&PS (Official) w/att and background info OL 0 3702a

1 - OL/P&PS (Chrono)

1 - D/L Chrono

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OL/P&PS/[] (14 Aug 80)

UNCLASSIFIED WHEN SEPARATED
FROM CLASSIFIED ATTACHMENT

CONFIDENTIAL

OL Files

11 AUG 1980

PROCUREMENT DIVISION MEMORANDUM NO. 80-2, Amendment 5

FROM:

[Redacted]

Chief, Procurement Division, OL

SUBJECT: Redlegation of Procurement Authority, PD/OL

REFERENCE: Memo for C/PD/OL fm D/L, dtd 13 Jun 72, Subject: Delegation of Authority

Effective 4 August 1980, [Redacted] is

delegated procurement contracting authority up to \$100,000,

vice [Redacted] reassigned. This delegation is in

accordance with conditions and/or restrictions outlined in

referent. [Redacted]

[Redacted]

CONCUR:

[Redacted]

Assistant General Counsel, OL

cc: O/Fin

12 AUG 1980

Date

Distribution:

Orig - OL/PD Official

✓ 1 - OL Files

1 - OL/PMS

1 - OL/P&PS

1 - OL/PD Memo File

1 - Each PD Branch

1 - [Redacted]

1 - OL/PD Chrono

[Redacted]

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